

**From:** [Johnson, Earleen](#)  
**To:** [Chris Stanley](#)  
**Subject:** RE: [SPAM-Sender] Re: FOIA Assignment for EPA-2022-002654  
**Date:** Friday, March 25, 2022 8:21:00 AM

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Thanks,

Earleen Johnson  
U.S. Environmental Protection Agency  
Office of the Chief Financial Officer  
Office of Technology Solutions/Immediate Office  
Phone: (202) 564-4903  
Mailcode: 2731R  
Email: [johnson.earleen@epa.gov](mailto:johnson.earleen@epa.gov)  
[OTS SharePoint Site](#)

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**From:** Chris Stanley <[chris@functionalgovernment.org](mailto:chris@functionalgovernment.org)>  
**Sent:** Friday, March 25, 2022 8:19 AM  
**To:** Johnson, Earleen <[Johnson.Earleen@epa.gov](mailto:Johnson.Earleen@epa.gov)>  
**Subject:** [SPAM-Sender] Re: FOIA Assignment for EPA-2022-002654

Yes, usage was the intent of the request. April 24 would be good. Thank you.

On Mar 25, 2022, at 8:10 AM, Johnson, Earleen <[Johnson.Earleen@epa.gov](mailto:Johnson.Earleen@epa.gov)> wrote:

Dear Mr. Stanley, In reviewing your request below, we need to clarify if you are asking for “leave usage” or “leave requested.” We would also like to extend the due date until April 24, 2022, in order to gather all of the required information for this request. Please let us know if the extended due date is okay with you.

- Submitted Date: 02/20/2022
- Due Date: 03/28/2022
- Description:

- Short Description: N/A
- Description: Please see the attached letter for details. FGI requests records from the agency for calendar years 2018, 2019, 2020, and 2021, segregated by month, the total aggregate hours requested by all EPA employees for leave, time off, and absences, including but not limited to such requests in the following categories:

1. Accrued annual leave;
2. Restored annual leave;
3. Advanced annual leave;
4. Accrued sick leave;
5. Advanced sick leave;
6. Compensatory time off;
7. Excused absence (or administrative leave);
8. Leave without pay,
9. Absence without leave;
10. Court leave;
11. Organ/bone marrow donation leave;
12. Home leave;
13. Leave sharing, including the voluntary leave transfer program and voluntary leave bank program;
14. Funeral leave;
15. Other paid absences;
16. Family and medical leave;
17. COVID-19 emergency paid leave; and
18. Any other leave, time off or absence program.

Please note that in asking for records of the “total aggregate hours requested by all EPA employees,” FGI is seeking the monthly totals of hours requested for the entire agency in each category. FGI is not asking that any specific employee’s request or any other personally identifiable information (PII) be provided.

Thanks,

Earleen Johnson

U.S. Environmental Protection Agency

Office of the Chief Financial Officer

Office of Technology Solutions/Immediate Office

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